

**Altair Vail Inn Association
Annual Meeting Minutes
Wednesday, June 8, 2016, at 6:00PM MT
Vail Racquet Club and Via Conference Call**

MEMBERS PRESENT IN PERSON: Coughlin (Unit #101), Stenmark (Unit #102), Rundle (Unit #108) and Linton (Unit #203)

MEMBERS PRESENT VIA CONFERENCE CALL: Palmieri (Unit #105), Linnan (Unit #205) and Aurbach (Unit #207)

MEMBERS REPRESENTED BY PROXY: Kaemmer (Unit #104), Reddig (Unit #107), Cross (Unit #204), Levine (Unit #209 and #210) and Conlin (Unit #212)

ALSO PRESENT: Dan McNeill, Managing Agent, Dave Zippie, CPA and Sara Thurston McNeill, Secretary to the Meeting

- I. Roll Call. With 13 of 24 units either represented in person or by proxy, a quorum was established. According to the Bylaws, at least 25% of owners (or six units) must present in person or by telephone or represented by proxy in order to establish a quorum. Sara called the meeting to order at 6:00PM and welcomed all attendees. Those present in person and over the telephone took turns introducing themselves.

- II. Review and Approval of 2015 Annual Meeting Minutes. These minutes were previously distributed and posted to the website (hoa.mcneillproperties.com) for review. There being no proposed changes, there was a MOTION: TO APPROVE THE MINUTES OF THE 2015 ALTAIR VAIL INN ASSOCIATION ANNUAL MEETING. The motion was duly seconded and passed unanimously.

- III. Financial Review. Dave Zippie, CPA prepared and presented the 2014-2015 Fiscal Year Year-End (as of November 30, 2015) financial reports to the membership. According to the Balance Sheet, the association ended the 2014-2015 fiscal year with \$145,861 in assets, including \$57,730 owed by the owners who chose to finance their facelift special assessment; they are making payments on a monthly basis. The balance on the loan to Alpine Bank is \$165,954.

The Income Statement reveals that there was a year-end net surplus of \$15,373 in the Operating Account. This compares to a budgeted year-end surplus of \$14,633; therefore, the association ended the fiscal year \$740 under budget. Cost savings were achieved in the line items of Insurance and End Loader. Cost overruns were experienced in Building Maintenance and Water & Sewer.

The beginning balance in the Maintenance Reserve Capital Account was \$52,148. 2014-2015 fiscal year funding totaled \$9036, \$8649 was added from the 2013-2014 fiscal year-end operating surplus and reserve participation was \$3111. Capital expenses totaled \$16,774 and included \$6351 for gutter and heat tape replacement, \$4500 for painting of the common hallways, \$2101 for work to the trash enclosure door, and \$3822 for asphalt work. The fiscal year ending balance in the Maintenance Reserve Capital Account was \$56,170.

Dave presented the 2015-16 fiscal year operating budget to the membership. The Board approved this budget last fall with no dues increase and some minor adjustments to various line items. Operating assessments will total \$84,159 and reserve assessments will total \$21,969.

Dave then presented the current, year-to-date (as of March 31, 2016) financial reports to the membership. For the first four months of the fiscal year, the association has \$127,142 in assets, including \$6164 in prepaid insurance premiums. The total amount owed to Alpine Bank for the Facelift Project is \$160,177; \$55,282 is due from owners who borrowed money to pay their special assessment. Dave noted that all owners are now current with their dues; there are no outstanding accounts receivable.

The Income Statement reveals that four months through the fiscal year there is a net deficit of \$11,301 in the Operating Account. This compares to a budgeted deficit of \$12,267 at this point in the year, so the association is currently \$966 ahead of budget. Cost overruns have been experienced in the line items of Snow Plow and Water & Sewer. Savings have been garnered in Grounds.

The fiscal year beginning balance in the Maintenance Capital Reserve Accounts was \$56,170. Current year funding stands at \$7323 and \$740 was added from the prior year's Operating Surplus. There have been no capital expenses incurred yet this year. The ending balance in the Maintenance Capital Reserve Account is \$64,233.

Management prepared a Dues Comparison, comparing the regular assessments at Altair Vail, to other, similar associations in East Vail. The dues at Altair Vail are comparatively low at 45 cents per square foot per month for a one bedroom condo and 37 cents for a two bedroom condo. Vail Racquet Club dues are 88 cents and 72 cents, respectively (but include all the

amenities of the athletic club), Vail East Lodging is 55 cents and Wren House is 58 cents.

Management also prepared and distributed a Budget Explanation Sheet that details the components of each line item in the Operating Budget.

- IV. Manager's Report. Members of the Board and management recently completed the Spring Walk Through at Altair Vail and compiled the 2016 Projects List. The list was distributed to all owners for comments and additions. Projects have been prioritized and will be completed according to budget constraints. The items on the List can be tied directly to the Building Maintenance and Grounds line items in the operating budget.

Dan distributed the updated Reserve Study. Capital projects under consideration for 2016 include some concrete walkway and dumpster pad repairs, asphalt patching, continued gutter and heat tape replacement, parking sign repairs and landscaping upgrades. Exterior painting is currently slated for 2018 and flat roof replacement is planned for 2020. Dan suggested that the Board consider adding insulation to the roof elements whenever they are replaced in order to keep ice dams from forming and to cut down on utility bills.

Management distributed an Insurance Claims Procedure Sheet to all present. All insurance claims must go through management. The association's carrier is Peliton Insurance, and each owner should have their condo owner's insurance agent contact the association's carrier to ensure that there are no gaps in coverage. Every owner needs to insure their own contents, possessions and UPGRADES to developer-installed finishes (including, but not limited to wood floors, granite counters and faux painting). Dan recommended that every owner consider adding **loss assessment** coverage their policy to help pay the deductible on an association insurance claim (\$5000 per claim) if the owner is found negligent in contributing to the damages incurred. Owners that rent their unit on a long-term basis should require their tenants to carry renter's insurance.

Management prepares and distributes a Risk Management Checklist to all owners every fall. It is also posted on the website: hoa.mcneillproperties.com. Owners are asked to follow the guidelines in the checklist in order to avoid costly damage and insurance claims. It also includes suggestions for water and energy conservation, and information about the carbon monoxide detector laws in Colorado.

Management's full time code enforcement officer, Jennie Lewis makes weekly inspections of the complex. The time and day of inspections is subject to change. Residents can contact Jennie directly by calling her phone at 970-904-0519 or sending an email to jennie@mcneillinc.com. Photos are very

useful when reporting code violations. Residents are also asked to contact the police whenever an after hours incident occurs. Written citations are delivered to the offender, the owner, and kept on file in the management office. Management keeps a detailed log of all violations so that a record of any repeat offences can be easily be accessed. **Several recent code violations involve clutter on decks**, parking violations and some noise issues. Tenants are NOT permitted to have dogs at Altair Vail.

There is one reserved parking spot for each unit at Altair Vail. Guest parking spots are available on a first come, first served basis. No more than two vehicles per unit are permitted.

V. Board Member Elections. The current Board consists of Kevin Rundle (two years left in his term), Todd Dextrateur (one year left in his term), and Pam Aurbach (term expiring). Per the Bylaws, the Board can consist of between three and five Directors. Pam was appointed to the Board when Brandy Faven resigned in 2015; she offered to serve a three-year term on the Board. Additional nominations were sought from the floor; Shawn Coughlin offered to serve. There was a MOTION: TO RE-ELECT PAM AURBACH AND TO ELECT SHAWN COUGHLIN TO THE BOARD OF DIRECTORS FOR THREE-YEAR TERMS. The motion was seconded and carried unanimously.

VI. Old / New Business. Pam Stenmark suggested that dryer vent cleaning and chimney inspections be done at the same time. Dan added that smoke detector inspections should probably be coordinated for the same time as well.

Management was directed to email all owners to determine the level of interest in holding a community-wide grounds clean-up day, and then schedule it if the level of interest was moderate to high.

VII. Adjournment. There being no further business to come before the membership, the meeting adjourned at approximately 6:40PM.

Respectfully submitted,

Secretary to the Meeting